

Grant Assistant – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

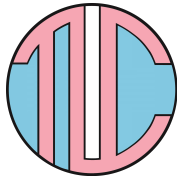
Role title: Grant Assistant. May be referred to as GA.

Primary Division: Fundraising Team

Reports to: Current Executive Director (ED) or Grassroots Funding Manager (GFM)

Duration: Ongoing, indefinite

Great early experience for: Fundraising associate, grants coordinator



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the GA role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the fundraising team and its resources.

Grant Searching: Under guidance from leadership, find public and private grants applicable to TUC, and continually add new results to a database shared with TUC leadership and the fundraising team.

Information Inquiry: For grants which require establishing communication to request information on (email, call, videoconference, etc), the GA may be required to reach out on behalf of TUC and maintain communication in a timely manner for information and as part of any application process.

Search Report: For each grant, build a report breaking down eligibility requirements, deadlines, awardee amount, overall application process, likelihood of grant approval, and provide a recommendation to leadership on which to prioritize in applying for.

Application Pre-fill: In certain cases, begin pre-filling applications on behalf of TUC to improve submission efficiency.

Time Expectation: GA should expect up to approximately 2-5 volunteer hours per week.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a GFM, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the fundraising team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.